Arizona Statewide Interoperability Executive Committee
Summary of Minutes
November 20, 2007

Voting Members Present:
Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
Scott Tillman, Supervising Telecom Engineer, Arizona Department of Public Safety
Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County

Voting Members Absent:
Ken Leighton-Boster, Chief, Arizona Department of Health Services

PSCC Support Office Attendees:
Curt Knight, Executive Director, Public Safety Communications Commission
Jeff Miner, Project Manager, Public Safety Communications Commission
Wayne Kincheloe, Engineer II, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order, Introductions and Roll Call
The meeting was called to order by Co-Chair Paul Wilson. Ms. Evelyn Jablonski took the roll call and a quorum was present.

Approval of Minutes from September 25, 2007 and October 23, 2007
Co-Chair Mark Venuti brought to our attention the difference in prioritization of the five proposed initiatives from the Public Safety Interoperable Communications (PSIC) Grant Overview document as referenced in the September 25, 2007 meeting minutes (Page 3, first and second paragraph at the top of page) and the October 23, 2007 SIEC meeting minutes (Page 2, Investment Justifications (IJ's) heading, first paragraph). Mr. Curt Knight advised the item listed as number three on the October 23 minutes should be corrected to read, Arizona Interagency Radio System (AIRS) rather than PSCC long-term solution. Minutes for both meetings were motioned for approval by Mr. Scott Tillman and seconded by Co-Chair Venuti with modifications being made to the October 23, 2007 meeting minutes as stated above. Motion was carried unanimously.

Discussion and Approval of the Statewide Interoperability Executive Committee's Recommendation to the Public Safety Communications Commission Regarding the Arizona Statewide Communications Interoperability Plan (SCIP)
Co-Chair Wilson advised the primary purpose of today's meeting was to make a recommendation to the PSCC for their acceptance of the SCIP before its submission to the U. S. Department of Homeland Security. Discussion began with Co-Chair Wilson requesting feedback of the SCIP's November 11 version from SIEC committee members and then the audience. He advised comment review and deadline on this version of the SCIP was Friday, November 16, 2007.

Mr. John Murray, Senior Vice President, Federal Engineering, reported over the past month a considerable amount of updates were made to the SCIP from feedback received from the PSCC Support Office as well as feedback received from the Interoperable Communications Technical Assistance Program (ICTAP) and the Science Applications International Corporation. Updates included changes based on format, structure, and content.

Comments by the SIEC committee members are noted as follows. Co-Chair Venuti stated the formatting of the document is still an issue in regards to Table of Contents and page numbers needing to be fixed. Mr. Murray advised with the continuous updating of information that was an area that would need to be looked at before it was submitted.

Additional comments were made by Co-Chair Wilson pertaining to the grammatical, spelling, and formatting issues with a recommendation to add bookmarks for ease of navigation through the document. He pointed out a couple of areas for future work to be done by the SIEC and sections where he felt SCIP language should be corrected to more accurately speak to the actions that have taken place. He specifically called out these areas:

1) Section 2.1.1 – Soften the language regarding the use of plain language rather than 10 codes to a recommendation and not a requirement. He felt this verbiage was stating something more restrictive than U. S. Department of Homeland Security was requiring.
2) Page 157 – There is mention of the bordering counties of Mexico having a Memorandum of Understanding with their sister cities or counties in Mexico. He questioned the accuracy of and perhaps re-wording of this statement.
3) Page 164 – The SCIP states the SIEC is beginning to research the Communications Unit Leader (COML) and Communications Coordinator (COMC) classes, requirements, and developing a curriculum, etc. He suggested changing the language to read "these actions are being recommended and the SIEC will take on those duties."
4) Section 4.5.4 – Suggestion to change the SCIP language from "being developed by the SIEC" to "recommendation to the SIEC" or wording to suggest a future action plan.
5) Table 17 (City Frequency Band by County) – Some inaccuracies found in the Table and should be corrected.

Co-Chair Wilson mentioned the plan still seem to be lacking in the area of a strong governance plan and funding approach. However, he felt the document was coming along and expressed his thanks to Mr. Knight and the Support Office for the work accomplished on the SCIP.

Mr. Knight advised due to the size of the SCIP and the last couple of reviews by the state team it was suggested to remove the appendices and make reference to them via a contact point, physical location or web link address which reduces the pages of the SCIP document significantly.

Co-Chair Wilson called for comments from the audience relative to the SCIP. Mr. Jay Vargo (Pinal County) requested an overview of what the next steps would be after the SCIP was submitted and what the SIEC would be carrying forward in the management of those priorities and projects as called out in the SCIP. In addition, Mr. Vargo commented the SCIP was put together well and felt a good job had been done in its development.

Co-Chair Wilson gave a brief overview of what those next steps would be but also felt the document laid out some work for the SIEC such as: 1) complete AIRS training, and 2) identifying interoperability requirements and management of the 700 interoperability channels. He indicated his primary focus is to get back to the purpose of what the SIEC was tasked to do and then perhaps evolve from there.

Mr. Tillman reiterated the same thoughts as Co-Chair Wilson that the SIEC was stood up initially to handle 700 MHz as well as the VHF and UHF interoperability spectrum which was transferred to them from the Arizona Association of Public-Safety Communications Officials (APCO) chapter. He felt the SIEC's primary purpose was for the coordination and review of interoperability in those three bands and to address 800 to the regional 800 MHz planning group.

No further comment or discussion arose from the SIEC nor the audience and Co-Chair Venuti called for a motion for approval and submission of the SCIP to the PSCC.

Co-Chair Wilson requested guidance from Mr. Knight in the wording of the motion based on the fact that edits and corrections are still being incorporated into the document. Mr. Knight suggested perhaps verbiage to the effect of "acceptance of the most current version available on submission date."

Co-Chair Wilson motioned to accept the Statewide Communications Interoperability Plan, meeting the performance requirements of the Federal Department of Homeland Security for the PSIC grants, granting authority to the PSCC Support Office to exercise due diligence in consideration of the comments being submitted, and to make appropriate decisions to modify the document accordingly. Mr. Pete Weaver seconded the motion with no further discussion taking place. Motion carried unanimously.

Date – Time – Location of Next Meeting
January 22, 2008, 10:00 a.m.
City of Peoria Municipal Complex
(Council Chambers Building)
8401 West Monroe Street
Peoria, Arizona

Call to Public
No questions or comments arose.

Recommendations for Future Meetings
Co-Chair Wilson advised contact would be made with Mr. Knight in the next several weeks to discuss items for the January meeting agenda and to further some of those items as proposed in the (SCIP), i.e., AIRS planning, training for Communications Unit Leader (COML) and Communications Coordinator (COMC), and to also begin addressing the interoperable coordination for 700 channels. Mr. Knight requested the SIEC's ideas on those subjects so the PSCC Support Office could begin work on them.

Adjournment
Co-Chair Wilson called for a motion to adjourn. Co-Chair Venuti made the first motion; Mr. Tillman seconded and the motion was unanimously carried. Meeting adjourned at 10:35 am.

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